



**VILLAGE OF LINCOLNSHIRE**  
**Job Description**

**Title:** Assistant Public Works Director/Village Engineer  
**Department:** Public Works  
**Date:** July, 2015  
**Classification:** Exempt

Note: This job description describes a general category of jobs. In order to meet the needs of Village government or its departments, employees may be assigned other duties, in addition to or in lieu of any of those described below, and any duties are subject to change at any time.

**GENERAL DESCRIPTION**

The position performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising water, sewer, street, and other public works projects and programs. Additionally, the employee in this position is also responsible for preparation, coordination and execution of the Village's long-term capital plan and various capital projects including the Motor Fuel Tax (MFT) Road Project. This position is also responsible for providing engineering expertise and support for Community & Economic Development Department activities related to residential and commercial construction and development.

**SUPERVISION RECEIVED**

Works under the guidance and direction of the Public Works Director.

**SUPERVISION EXERCISED**

Exercises supervision over department personnel directly or through subordinate supervisors.

**ESSENTIAL DUTIES**

- Assists in managing and supervising department personnel to achieve goals within available resources; assists in the planning and organizing of workloads and staff assignments; assists in the evaluation of assigned staff; reviews progress and implements changes as needed.
- Coordinates the Annual Capital Budget including the implementation of Department's long-term capital plan and general budget consistent with standard department operating procedures and priorities.
- Researches and prepares detailed management reports and conducts departmental analysis for various purposes, including intradepartmental, Village Board, outside regulatory agencies, contractors, consultants, vendors, the general public, etc.
- Assists in the establishment of policies and procedures for the Department in order to implement directives of the Village Manager and Village Board.

- Assists in responding directly or through subordinate staff to public or other inquiries relative to department policies and procedures on specific projects and other information.
- Assist with overseeing project management for the construction of municipal public works projects. Assists with ensuring contractor compliance with time and budget parameters for the project.
- In concert with the Public Works Director, Operations Superintendent and Utilities Superintendent, reviews relevant developmental plans for compliance with established code, regulations and standards, adequacy of applications for permits and compliance with approved plans.
- Assists with overseeing the maintenance and repair of street surfaces, shoulders, curbs, gutters, paths, traffic signs and lighting, traffic marking and road/lane closures.
- Assists with the supervision and coordination of appropriate required reports to various reporting agencies such as USEPA, IEPA, FEMA (CRS), IDNR, LCSMC, and State Fire Marshal concerning department activities.
- Assists with preparation of annual department budget; controls department expenditures where appropriate; evaluates need for and recommends staffing levels and purchase of new equipment, supplies, and services.
- Investigates and Coordinate Municipal Partnering Opportunities and attends Municipal Partnering meetings as needed.
- Performs plan review, on-site engineering inspection and/or surveying and progress monitoring during construction for private and public construction.
- Participates in pre-bid and pre-construction meetings as required.
- Participates in Village Board meetings or other meetings as required.
- Performs traffic related engineering and surveying related to pedestrian and bike path planning.
- Researches grant possibilities and coordinates with appropriate staff to initiate grant applications.
- Participates in enforcement of Village codes related to flood plain regulations, site grading, drainage and erosion control and water and sanitary sewer connections including serving as a Community Rating System (CRS) Coordinator.
- Meets and communicates with residents, contractors and developers.

- Advise subordinates and supervisors as well as other Village personnel on non-routine matters requiring special knowledge and/or expertise.
- Attends conferences and meetings to keep abreast of current trends in profession; represents the department in a variety of local, county, state and other meetings.
- Serves on various committees as assigned.
- May serve as the Public Works Director in his/her absence.
- Perform related job tasks and duties as requested or required.

### **CONTACTS OUTSIDE OF DEPARTMENT**

Personnel in other departments, residents, village organizations, other municipalities/ governmental agencies, contractors and vendors.

### **EDUCATION**

Graduation from a four-year college or university with a degree in civil engineering, public administration, or closely related field. Five years progressively responsible professional public works experience, or any equivalent combinations of education and experience. Possession of a Professional Engineering license from the State of Illinois is preferred but not required. A minimum of 2-4 years of experience in public works administration is desirable.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles and practices of effective supervision and administration; thorough knowledge of the principles and practices of municipal public works; thorough knowledge of the preparation of plans, designs, estimates, and specifications for construction work; thorough knowledge of State and local codes and ordinances relative to public work; thorough knowledge of report writing and preparation. Skill in arriving at cost estimates on complex projects; skill in operating listed tools and equipment. Ability to analyze the effectiveness of departmental operations, to diagnose its problems, and to correlate its development with changing conditions within the community, ability to establish and maintain effective working relationships with employees, Village officials, consultants, other governmental agency representatives and the general public; ability to train and supervise subordinate personnel in the duties of their position; ability to conduct necessary research and compile comprehensive reports, ability to accurately calculate cost estimates on complex projects; ability to communicate effectively, orally and in writing.

### **TOOLS & EQUIPMENT USED**

Requires the frequent use of personal computer, including word processing, spreadsheet, GIS and CAD software, telephone, printer/plotter, copy machine, fax machine, and automotive vehicle.

**PHYSICAL DEMANDS**

While performing the duties of this position, the employee is occasionally required to stand; walk; use hand to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance, stoop, kneels, crouch or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORKING ENVIRONMENT**

Work is predominately in an office setting with some outdoor work in the inspection of various land use developments, construction sites, or public work facilities.

While outdoors, the employee occasionally works in inclement weather conditions, near moving mechanical parts, high, precarious places, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office to moderate outside.

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New: July 2015  
BHW